



CITY OF MESA

PRELIMINARY PLAN REVIEW TEAM

20 E. Main Street, Suite 130
Mesa, Arizona 85211

Phone: (480) 644-5853
Fax: (480) 644-4863

PRELIMINARY TECHNICAL REVIEW APPLICATION

****FEES NOT APPLICABLE AT THIS TIME DUE TO PENDING COUNCIL APPROVAL**

January 2003



PRELIMINARY PLAN REVIEW TEAM

PRELIMINARY TECHNICAL REVIEW INFORMATION SHEET

PROCESS

The Preliminary Plan Review Team (PPRT) offers a preliminary technical review of projects proposed for construction in the City of Mesa. This preliminary review is intended to provide potential developers and design professionals with specific information related to proposed development projects and assist them in the completion of construction documents. The following types of projects are eligible for this preliminary review prior to submitting construction documents to the Building Safety Division for plan review and construction permit.

- Commercial
- Industrial
- Multi-Family (Apartments, Townhouses, Condominiums)

This preliminary technical review is an optional service providing information pertaining to zoning, fire, development engineering and construction codes. This process may occur concurrent with or separate from any public board approval processes. **This preliminary process is separate from the plan review process for permit, and the information submitted for review is to be limited to a maximum of 40% construction documents.**

After the review of construction documents by the PPRT, a written report will be generated containing comments that will pertain to the documents. When complete construction documents are submitted to the Building Safety Division for a formal review and construction permit, the findings (written report) provided by the PPRT are to be clearly affixed to the cover sheet of the documents. **The comments provided by the PPRT will follow the construction documents throughout its review.**

FEES **

The non-refundable fee for the mandatory meeting following the preliminary technical review is \$150.00 per hour, or fraction thereof. The fee is to be paid when the application and required submittal information is delivered to the PPRT for the preliminary technical review. All checks are to be made payable to the City of Mesa.

** Pending Council Approval

SCHEDULING

Those persons desiring to schedule a Preliminary Technical Review or who may have questions regarding the meeting process may contact the administrative assistant at **(480) 644-5853** or by e-mail at Brandice.Elliott@cityofmesa.org. The Preliminary Plan Review Team is located at 20 E. Main St., suite 130, Mesa, Arizona 85211.

Anthony Farier	Zoning and Plan Review	(480) 644-5819	Anthony.Farier@cityofmesa.org
Ray Thimesch	Construction Codes	(480) 644-4916	Ray.Thimesch@cityofmesa.org
Roxanne Hale	Fire Codes	(480) 644-3413	Roxanne.Hale@cityofmesa.org
Les Broughton	Development Engineering	(480) 644-4779	Les.Broughton@cityofmesa.org
Fax		(480) 644-4863	

DISCLAIMER

The information provided by the PPRT during this review will be preliminary in nature due to the limited extent of information and/or construction documents provided at this time, and should not be construed as a formal review of complete construction documents. This preliminary review shall not be considered as an approval of any violations of codes or ordinances of the City of Mesa.

**PRELIMINARY PLAN REVIEW TEAM
APPLICATION FOR PRELIMINARY TECHNICAL REVIEW**

For staff use only

PTR #:

Received:

Date:

Time:

1 2 3

Payment
Amount:

Location:

20 E. Main St.,
Suite 130, Mesa

Contact Person

Name

Company

E-mail

Address

City

State

Zip

Phone #

Fax #

Referred by

Meeting

**Project
Location**

Location/address

Major cross streets

APN(s) (Accessors Parcel #s)

Existing Zoning

Required Submittal Information

Please provide the following information with your completed application and payment**:

1. Aerial
 - Two (2) copies of the aerial photo map, identifying the site
2. Four (4) preliminary plan sets (not to exceed 40% complete) including:
 - Site Plan to scale with dimensions, showing existing and proposed improvements, and a vicinity map
 - Project data including occupancy classification(s) & construction type
 - Building floor plan
 - Building sections
 - Building Elevations
 - Grading and drainage plan with retention area cross-sections
3. Two (2) 11"x17" site plans
4. Four (4) copies of project narrative including:
 - Project description
 - Location
 - Site use (existing/proposed)
 - Uses adjacent to the site
 - Existing and proposed occupancy classification(s)
 - Hazardous materials uses & process disclosure
 - Outline of drainage retention standards

Providing other information may be necessary in order for the Preliminary Plan Review Team to present the preliminary technical review sought for the project under consideration.

Fees

**A non-refundable check made payable to the City of Mesa in the amount of \$150.00 per hour is required at application submittal. This fee is separate from the permit fees paid to the Building Safety Division.

Signature

I _____, certify that I will, upon receipt of the PPRT/PTR report, review the comments presented to me by the PPRT. I acknowledge that I am required to attach the comments to my construction documents as part of the formal submittal through BSD. It is mandatory that I adhere to these suggestions as my construction documents progress through the BSD process(es).

Additionally, I understand that it is my responsibility to communicate any verbal or written communications on said application to all other members of the design team, including, but not limited to application comments, staff reports, action letters, meeting times, etc.

Owner or owner's representative signature

Date

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